

# **New Orleans Civil Service**

## AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$44,061 PER YEAR

UTILITIES MASTER MAINTENANCE SPECIALIST I (CLASS CODE 3408)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

#### KIND OF WORK:

This is an advanced-skill level position that performs technical maintenance at the Sewerage & Water Board's Facilities Maintenance Division. An individual performs construction, maintenance and repair tasks of the Board's facilities and equipment. Work requires a broad knowledge of construction, equipment, maintenance and repair techniques of a given trade. Specialty areas include such areas as Diesel Mechanics, high voltage electrical maintenance work, welding of high pressure vessels and instrument technician; and related work as required.

Overtime and special shift assignments may be required. This position is considered essential in case of an emergency.

## MINIMUM QUALIFICATION REQUIREMENTS:

High School Graduation. Original High School Diploma or G.E.D. issued by a state department of education must be presented at the time of application.

Two (2) years of full-time experience at the journeyman level as an electrician, machinist, welder, or stationary diesel mechanic.

**ELECTRICIAN:** A Class A, C or D electrical license. **Official certificate must be** presented to the Civil Service Department at the time of application.

**MACHINIST:** Machinist work at the journeyman level in the manufacture of machine parts and tools and the construction, assembly, installation and repair of various types of machinery and machine equipment. All applicants must be able to operate a Lathe.

**WELDER:** Welding experience at the journeyman level must have included at least six (6) months of experience in pipe welding.

**DIESEL MECHANIC:** Stationary diesel engine repair and maintenance work at the journeyman level.

<u>Note</u>: Candidates must submit a work history questionnaire supplied by the Civil Service Department which is available in City Hall, Room 7W03 at the time of application.

Note: Upon appointment, applicants must have a valid driver's license.

<u>Note</u>: Selective certification based upon the area of specialization may be granted at the request of the department.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

#### KIND OF EXAMINATION:

A qualifying performance test and a rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years. Applicants must pass the performance test in order to be rated on their experience.

**Electrician:** A qualifying performance test consisting of five wiring problems (lighting, motor, resistors, transformer, and motor control starter) and one conduit-bending problem.

**Machinist:** A qualifying performance test. Applicants will be given the requirements of the qualifying exam at the time of application.

**Welder:** A qualifying performance test consisting of electric, acetylene, and heliarc welding of carbon steel, stainless steel, aluminum, bronze, mold and case iron. The test will also demonstrate ability to lay out, cut, and fit work.

**Diesel Mechanic:** A qualifying performance test. Applicants will be given the requirements of the qualifying exam at the time of application.

This is an original entrance examination.

**DOMICILE** requirements are waived for purpose of application. However, all new full time employees hired into this classification on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

### GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V. Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to non-active classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license on their person for purposes of identification during all phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.